

## **CARETAKER**

### **DEFINITION**

Performs as manager and lead worker in the proper maintenance and operation of the City's Cedar Grove Cemetery. Operates a variety of equipment and performs duties as required in connection with cemetery operation.

### **EQUIPMENT TO BE USED AND JOB LOCATION**

Pick-up truck, dump truck, push mower, riding mower, weed eater, hand tools, chain saw. Caretaker is based primarily at the Cedar Grove Cemetery; will clock in at City Shop; and will assist other service workers when needed on city property, rights-of-way, city parks and private property as directed.

### **ESSENTIAL FUNCTIONS**

Operates and maintains equipment used in cemetery maintenance and operation. Performs daily routine maintenance and minor repairs of equipment. Maintains the up keep of all cemetery grounds, which includes mowing, dressing, seeding and trim work.

Coordinates with administration office staff and funeral homes for grave openings, grave marker installations, and lot/plot purchases. Precisely locates and lays out grave openings, excavates and back fills for interments. Locates, digs, and pours concrete for bases for installation of monuments and markers.

Assists public with selection and purchase of plots and in following rules and regulations for the operation of the cemetery.

During work hours responsible for security of cemetery.

Performs other duties as assigned.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Must be available for weekends and after hour emergency service.

### **QUALIFICATIONS**

Completion of a standard high school course. Training acquired by experience or on the job training. This position requires physical strength and endurance and a self motivated person who likes working independently. Must be able to meet and deal with the public under stressful situation, ability to understand and transmit oral and written instructions. Ability to read and write. Possession of valid Virginia Driver's License.